



To: All CER and CEO Workshop Participants

It is with great excitement that MECRA presents the **MECRA Refresher Course**. This workshop is available to all CERs and CEOs that are interested in additional assistance prior to testing, retesting or continued education.

This course will focus in areas of court room operations, preparing log notes, marking exhibits, standards of using recording systems, transcription preparation and highlight many areas in the Manual for Court Reporters and Recorders.

This workshop is not mandatory but highly recommended.

2016 Dates: Thursday, July 7, 2016
 Monday, August 29, 2016

Registration Deadline: June 30, 2016
Registration Deadline: August 29, 2016

Special note: The workshop will be recorded digitally. Each participant will be required to sign a waiver acknowledging that the sessions are being recorded.

INCLUDED IN REGISTRATION FEE

- All pertinent hand-outs and materials along with interactive examples for logging and transcription
- Lunch on Thursday at Lansing Community College – West Campus
- Visit the MECRA website at www.mecra.info for complete details on registering for the workshop.

REGISTRATION FEE: \$75.00

(Complete registration form located at www.mecra.info under workshops)

**Make payments to: MECRA
 c/o Nancy Morrison
 PO Box 226
 Newberry, MI 49868**

WHAT TO BRING TO THE WORKSHOP

- Each CER participant is required to bring a completed transcript that they prepared, 10 - 15 pages, preferably including Q & A exchanges for review
- Each CEO participant is required to bring completed log notes of a proceeding, preferably including Q & A exchanges for review
- Bring a copy of the Manual for Court Reporters and Recorders found online at: <http://courts.mi.gov/administration/scao/officesprograms/crr/Pages/default.aspx>
- Dress is casual/comfortable
- Bring your driver's license for identification
- Vending machines are available
- There is ATM or credit card access
- Bring extra writing utensils, highlighters, sticky notes and tabs for note taking
- You may bring your own beverages and snacks

HOW TO PREPARE PRIOR TO THE WORKSHOP

- CERs - Prepare 10 - 15 pages, preferably including Q & A exchanges for review
- CERs – Prepare complete log notes of a proceeding, preferably including Q & A
- Begin reading the Manual for Court Reporters and Recorders found online at <http://courts.mi.gov/administration/scao/officesprograms/crr/Pages/default.aspx>
- Practice your typing speed at <http://www.typingtest.com/>
- Participate hand logging during live court proceedings (Visit the MECRA website at www.mecra.info under the “Practice Transcript Audio” button for blank practice log sheets)
- Visit the MECRA website at www.mecra.info under the “Practice Test Area Link” located on the home page for self-proving exercises, flash cards and practice test

NEXT STEP AFTER THE WORKSHOP

- CERs: Continue preparing transcripts and ask for assistance proofing your work with a MECRA member by emailing your work to mecracorrespondence@gmail.com (Reviewed transcript may take 2-4 days for results)
- Practice your typing speed at <http://www.typingtest.com/>
- Participate hand logging during live court proceedings (Visit the MECRA website at www.mecra.info under the “Practice Transcript Audio” button for blank practice log sheets)
- Visit the MECRA website at www.mecra.info under the “Practice Test Area Link” located on the home page for self-proving exercises, flash cards and practice test
- Visit the MECRA website for tips to prepare prior to the exam under the “Practice Test Area Link” located on the home page

LODGING

Country Inn and Suites
6511 Centurion Drive
Lansing, MI 48917
Call 517-827-7000 and mention that you are participating in the MECRA workshops

Room Rate: \$75/\$85 (State) plus tax
Payment for the room(s) is the sole responsibility of the participants.

DIRECTIONS TO LANSING COMMUNITY COLLEGE

***West Campus
5708 Cornerstone Drive
Lansing, MI 48917***

Please visit the following link for detailed directions: <http://www.lcc.edu/cs/directions/>

Thank you in advance to taking part of the workshop training with MECRA. We are committed to excellence! If you have any additional questions, please contact Jacqueline Reed at 734-973-4516.

Best regards,

MECRA Board of Directors

Attachments: Workshop Agenda

MECRA Refresher Course

Open to all CERs and CEOs

Agenda

One Day Training for CEOs and CERs

7:30 am to 8:00 am	<u>Registration</u>
8:00 am to 8:25 am	<u>Welcome and Introductions</u>
8:30 am to 9:20 am	<u>Court Room Operations and Protocol – “Getting started”</u>
9:20 am to 9:30 am	10 Minute Break
9:30 am to 10:20 am	<u>Section 4: Reporting/Logging</u>
10:20 am to 10:30 am	10 Minute Break
10:30 am to 11:30 am	<u>Section 4: Reporting/Logging - Continued</u>
11:30 am to 12:00 pm	Lunch Break - Box Lunch Provided
12:00 pm to 12:50 pm	<u>Section 1: Introduction, Section 2: Official Court Reporter and Section 3: Certification</u>
12:50 pm to 1:00 pm	10 Minute Break
1:00 pm - 1:50 pm	<u>Section 6: Furnishing Transcripts</u>
1:50 pm to 2:00 pm	10 Minute Break
2:00 pm - 2:50 pm	<u>Section 5: Format</u>
2:50 pm to 3:00 pm	10 Minute Break
3:00 pm to 4:30 pm	<u>Mock Logging Session</u>
7:00 pm to 9:30 pm	<u>Transcript Format Review for CERs</u> Instructors will be available to review your work brought to the workshop. Location: Country Inn & Suites (Cryets Rd.)- Main Lobby - Breakfast area

Agenda subject to change